

SPECIAL EVENT GUIDELINES

INTRODUCTION

The following pages contain resources that will assist you with particular aspects of holding special events at San José's City Hall. Included in this section are the guidelines, restrictions and contacts for a variety of special event related subjects. These subjects include:

- ◆ Food and Beverage
 - Use of temporary food booths
 - Contact information for the County Department of Environmental Health
 - Catering requirements including use of the Catering Pantry
- ◆ Alcoholic Beverage
 - Requirements for service of alcohol at an indoor or outdoor event
 - Contact information for the California Department of Alcoholic Beverage Control
- ◆ Insurance
 - Coverage requirements
 - Endorsement requirements
 - Special Event Insurance providers
- ◆ Loading and Unloading
 - Map of loading and unloading options
- ◆ Parking
 - Parking rates
 - Garage schedule
 - Parking Options
- ◆ Refuse/Recycling
 - Guidelines for removal of refuse and recycling
- ◆ Fire Department
 - Regulations for use of cooking booths, tents, heaters
 - Contact information

Additional Guidelines Available

Additionally, guidelines are available by contacting the Event Services Manager for the following subjects:

- ◆ Street Closures/Parades
 - Permit requirements for temporary street closures for events or parades
 - Contact information
- ◆ Tow Zones
 - Permit requirements for tow zones
 - Enforcement procedures
 - Contact information
- ◆ Temporary Seller's Permits issued by the California State Board of Equalization (events that include the sale of taxable merchandise or the furnishing of a taxable service)
 - Permit requirements
 - Special Event organizer duties
 - Contact information
- ◆ Other Fire Department Regulations
 - Standards for tents larger than 200 square feet
 - Standards for propane heaters
 - Standards for outdoor carnivals and fairs

FOOD & BEVERAGE GUIDELINES

Temporary Food Booths

Temporary food booth operators must have a "Temporary Event Food Facility Permit", which is issued by the Santa Clara County Department of Environmental Health. The Department of Environmental Health regulates food preparation and handling as well as food booth construction.

The Organizer is responsible for submitting food booth operators' applications and fees to the Department of Environmental Health no later than fourteen (14) days prior to the event.

Information and Forms

If you have any questions or require forms, please contact:

**COUNTY OF SANTA CLARA
DEPARTMENT OF ENVIRONMENTAL HEALTH
Consumer Protection Division
1555 Berger Drive, Suite 300
San José, CA 95112-2716
Tel: (408) 918-3449
Fax: (408) 258-5891**

or

www.ehinfo.org

Caterers

All Caterers must be certified as a food service establishment or caterer with the Santa Clara County Health Department and must have a current Santa Clara County Department of Environmental Health Permit. Contact information for the Department of Environmental Health can be found above.

Catering Guidelines

All caterers must be pre-approved by General Services for service at City Hall. To obtain pre-approval, caterers must provide a copy of their business license and a Santa Clara County Department of Environmental Health permit; a copy of their proof of insurance; tour City Hall event space; and review the Facilities Use Policies with a City Hall Event Manager.

Caterers must provide adequate staff to support the regular bussing of dishes, glasses and flatware during the event.

Caterers are required to sweep, mop and wipe down all service areas after use.

Beverages in glass bottles are to be poured into cups or glasses and not distributed to event attendees for their use.

Users are required to provide appropriate protection of floor and wall surfaces to prevent damage related to event use of the facility. This includes but is not limited to matting under beverage service areas, protection under food cooking/serving areas and load dispersing plywood under heavy equipment.

Protective covers must be placed on the Plaza surface underneath and extending 3 feet around any area where food and/or beverage service equipment is located. Acceptable covers are plywood, heavy plastic, or indoor-outdoor carpeting. Protective covers other than these must be approved in advance by the Director. All protective covers must be of sufficient thickness and weight so that pedestrian passage is not impeded by the covering. Users are responsible for securing the protective covers in a manner that does not impede pedestrian passage.

Open Flame

Use or storage of propane, butane or liquid fuel is prohibited inside City Hall.

Users must present appropriate permits prior to use of heating sources (e.g. electric, Sterno® or other open flame). Users are responsible for providing one fire extinguisher at each location where a heating source will be used.

Users may use food warming equipment for the purpose of maintaining foods and beverages at a warm temperature if approved by the San Jose Fire Department. Use of more than six (6) Sterno® containers for a single hotbox or more than two (2) Sterno® containers per chafing dish is prohibited within the interior spaces of City Hall.

Cooking is not permitted within interior spaces of City Hall. Cooking may be permitted in designated areas of the Plaza, provided that cooking is identified in the permit application and subject to the approval of the City. The location, method, equipment and facilities for cooking food must be approved by the San Jose Fire Department and the Director of General Services and must conform to the San Jose Fire Department Regulations. Users must present an appropriate Santa Clara County Health Department permits prior to cooking on the Plaza.

Applicable San José Fire Department requirements are included on page 14.

Catering Pantry

A nearby Catering Pantry is available to support food service for events at City Hall. The Catering Pantry is equipped with an ice machine and refrigeration. The catering pantry may be reserved in conjunction with an event reservation.

A refundable security deposit is required for use of the catering pantry. Upon inspection of the City and approval of the condition of the pantry, the deposit will be refunded, minus any additional clean-up costs. The deposit will be fully refunded if the catering pantry is left clean, appliances and equipment are undamaged, and the pantry is vacated at the scheduled time.

Ice Machine

An ice machine with a limited amount of ice making capacity is available as part of the Catering Pantry rental. The City does not guarantee the availability of ice or the condition of the machine.

Users are asked that ice is properly disposed of in the Pantry sinks and the mop sink found in the janitor closet.

ALCOHOLIC BEVERAGE CONTROL GUIDELINES

1. Only a licensed caterer or event planner may provide the service of alcohol for events at City Hall. Authorization from the San José Police Department, proof of Liquor Liability Insurance and an appropriate permit from the State of California, Department of Alcoholic Beverage Control is required.
2. Alcoholic beverages service is limited to beer and wine in outdoor areas of City Hall with the exception of events in the Rotunda that extend into a 15 foot boundary area outside the Rotunda whereby distilled spirits may be served (see Rotunda diagram on page 15).
3. Users, organizers, and event planners must provide for the following controls at events where alcohol is served:
 - a) All servers must be 21 years of age or older.
 - b) Only those 21 years and older may be served alcoholic beverages.
 - c) Alcoholic beverages may not be served to individuals who appear to be intoxicated.
 - d) An event representative must be present at the event and may not consume alcohol prior to or at the event.
 - e) The service of alcoholic beverages shall conclude at least one hour prior to the end of the event.
 - f) Transportation (such as a taxi/cab), must be arranged for any individual who appears to be under the influence of alcohol, and/or intoxicated.
4. Users are responsible for indicating that alcoholic beverages will be served on the City Hall Use Application.
5. Service of alcoholic beverages must be done in conjunction with the service of food in a banquet setting, as passed hors d'oeuvres or at seated meals.
6. Non-alcoholic beverages must be available at all times when alcohol is served.
7. The sale and consumption of alcohol must be contained within a well defined area as determined by the San José Police Department.
8. Measures must be taken to control points of access to the area in which alcohol is being served and to contain individuals who consume alcoholic beverages. Security and/or a uniformed, off-duty police officer may be required by the Police Department if deemed necessary to maintain order, public health, safety, and protection of the facility.
9. Hours of sale will be determined by the San José Police department. Police may close the sale of alcohol at any time during the event if they determine that rules and regulations are not being adhered to or in the interest of public safety.

The Sale of Alcohol at Outdoor Events

1. The User will be responsible for maintaining controls to ensure that:
 - a) Alcohol shall be dispensed in paper or plastic cups only.
 - b) Alcohol shall be limited to beer and wine.
 - c) Service of alcohol is limited to no more than two cups per customer per purchase.
 - d) Alcoholic beverages are consumed in the designated area.

- e) No cans, bottles, or alcoholic beverages are brought into the event area by event attendees.
- 2. No cans or bottles of any type will be permitted inside event boundaries. To enforce this rule, the User must provide adequate private security, as determined by the San José Police Department.

Alcoholic Beverage Permits

Prior to obtaining a permit from the State of California Alcoholic Beverage Control, obtain an authorization letter from:

**San José Police Department
Police Permits Unit
(408) 277-4452**

Authorization letter charge \$107.00

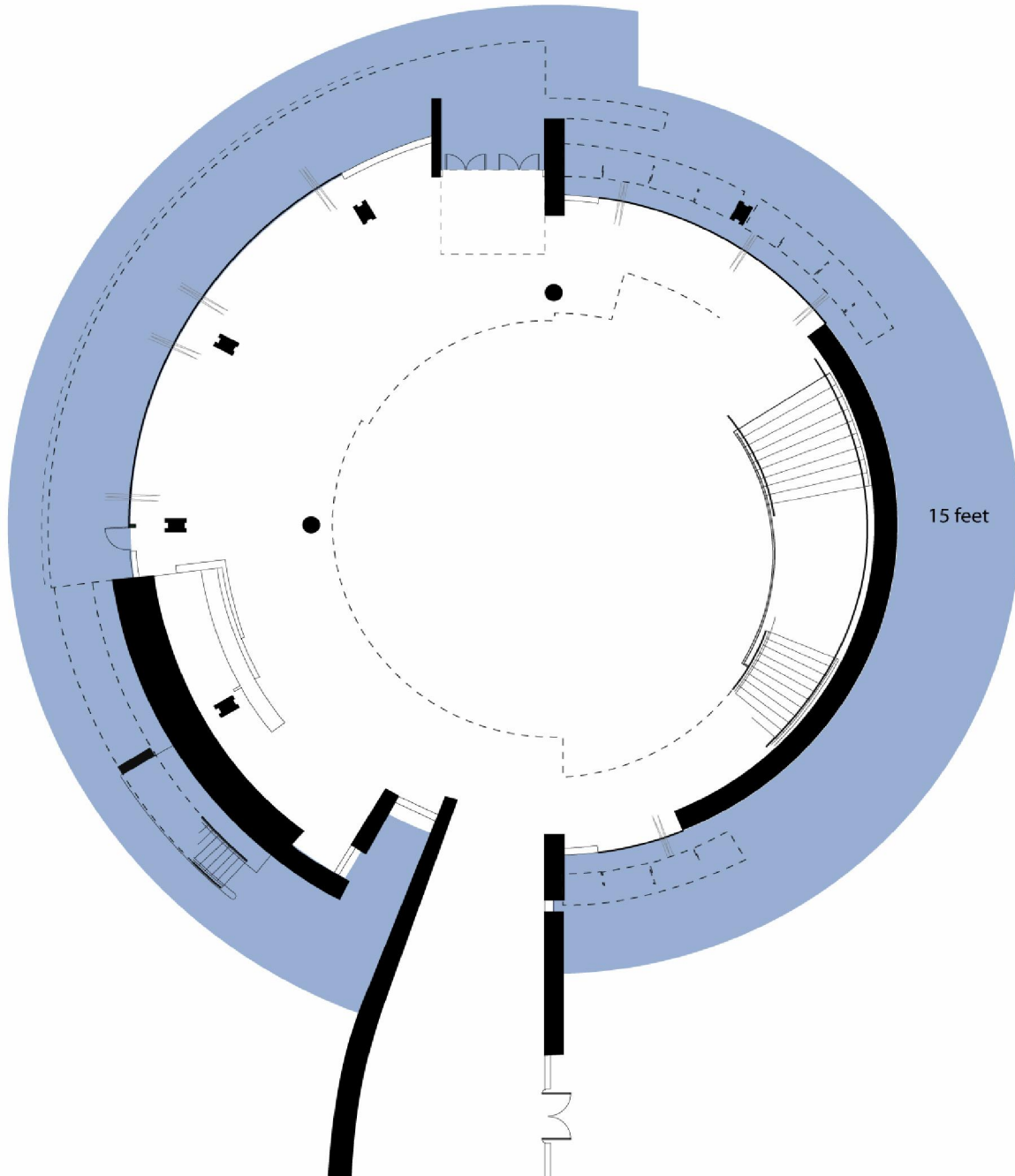
This will allow you to then obtain a permit from the:

**STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL
100 Paseo de San Antonio, Room 119
San José, CA 95113
Tel: (408) 277-1200
www.abc.ca.gov**

ABC Permit \$15.00 - \$30.00 per booth, per day

ALCOHOLIC BEVERAGE CONTROL GUIDELINES(CONT.)

Diagram of Boundary Area Outside the Rotunda Whereby Distilled Spirits may be Served



INSURANCE GUIDELINES

Prior to commencing any event activity on public property, Users shall obtain and maintain for the duration of the event (including setup and dismantling times) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event and related work performed by the User, his agents, representatives, employees or subcontractors; products and completed operations of the User; premises owned, leased or used by the User; or automobiles owned, leased, hired or borrowed by the User. The cost of such insurance shall be the responsibility of the User.

Coverage

Users shall furnish a Certificate of Insurance showing there is in force a valid Policy listing the User as insured and showing:

- Commercial General Liability: minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations.
- Automobile Liability: minimum \$1,000,000 combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles (if vehicles are used during event, or for setup and dismantling times).
- Liquor Liability (if alcohol is being sold): minimum \$1,000,000 limit per occurrence.
- Workers' Compensation and Employers' Liability: limit of not less than \$1,000,000 per accident as required by the Labor Code of the State of California.

Endorsements

Commercial Liability Certificate must be accompanied by the following endorsements:

- The Redevelopment Agency and the City of San José, their officers, employees, agents and contractors are named as additional insured.
- Ten (10) day Notice of Cancellation or changes of coverage shall be given to the City of San José.
- The insurance is primary insurance as respects the City, its officials, employees, agents and contractors. Any other insurance the City may have shall be considered excess insurance only.
- Coverage shall state that the User's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Subcontractors

The User shall include all subcontractors as insured under its policies or shall obtain separate Certificates of Insurance and Endorsements for each subcontractor.

Verification of Coverage

Five days prior to commencement of the meeting or event, the sponsor shall furnish the City with Certificates of Insurance and Endorsements. Verification of Coverage is to be sent to:

**City of San José
Event Services Office
200 E. Santa Clara Street, 1st Floor
Attention: GS/Event Services
San José, CA 95113
Tel: (408) 535-1248
Fax: (408) 924-0650**

These requirements are subject to amendment or waiver if so approved in writing by the Office of Risk Management.

Special Event Insurance Providers

We have provided, solely as a convenience, a contact list of insurance companies or insurance brokers who have recently provided evidence of insurance coverage for events held in City facilities. The City makes no representations as to the quality or qualifications of these insurers, and each applicant is strongly encouraged to conduct their own research.

Bill Corley Insurance Agency
Bill and Linda Corley
5450 Thornwood Drive
San José, CA 95123
(408) 224-4650
(408) 224-4647 FAX

Community Insurance Agency
Gary and Susan Mathers
1045 North Fourth Street
San José, CA 95112
(408) 298-9882
(408) 298-9886 FAX

General Insurance Brokers of Santa Clara Valley
Peer Hansen
5450 Thornwood Drive, Suite L
San José, CA 95123
(408) 226-7400
(408) 226-7464 FAX

Diversified Risk Insurance Brokers
Mary Tuttle
5900 Christie Avenue
Emeryville, CA 94608
(510) 547-3203
(510) 547-5648 FAX
<http://drib.com>

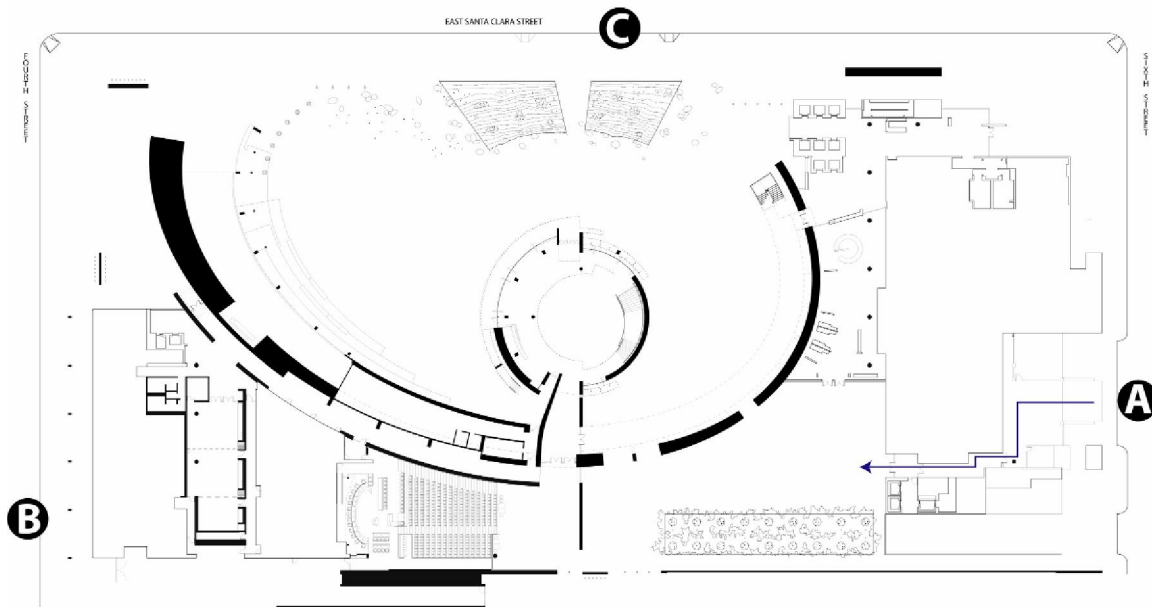
Lee, Wong, and Leong
Jeffery Low
566 Commercial Street
San Francisco, CA 94111
(415) 986-7737
(415) 986-0814 FAX

Edward Shahinian Insurance Agency
145 West First Street, Suite A
Tustin, CA 92780
(800) 457-2231
(714) 544-4370 FAX

Vowles Insurance
Kathy Vowles
738 North First Street
San José, CA 95112
(408) 350-5762
(408) 294-4664 FAX

K&K Insurance
Beth Biancaniello
1712 Magnavox Way
Fort Wayne, IN 46804
(877) 648-6404 ext. 5013
(260) 459-5502 FAX
<http://www.kandkinsurance.com>

LOADING AND UNLOADING GUIDELINES



The following areas are designated for loading and unloading in support of events at City Hall:

- A. **Loading dock.** The loading dock located along 6th Street south of Santa Clara Street has a lowered dock with levelers. Access to the Bamboo Courtyard and Plaza is through a maintenance corridor.
- B. **Loading zone.** The loading zone along Fourth Street in front of the Fourth Street Garage. This location provides street level loading. Access to the plaza is along the Fourth Street sidewalk.
- C. **Santa Clara and Fourth Street curbline.** Alternate areas for loading at street level. These areas require permits and supervision, at the client's expense, by SJPd to insure public safety.

Alternative locations for loading and unloading for events can be coordinated with City Hall Facilities Management.

PARKING GUIDELINES

Regular Parking

The garage under the City Hall complex includes 300 self-park public parking spaces, most of these spaces are available after business hours for event parking. The rates for parking are as follows:

Monday through Friday 6AM – 11PM	\$0.75 each 20 minutes Maximum rate of \$15.00
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Additional parking staff & security costs may apply for weekend, after-hours operations and special event parking requests.

Parking Options

Additional arrangements for parking can be made for your event at City Hall. Parking options include:

Pre-pay

A pre-pay operation is for special events that have large groups arriving or leaving at the same time. Attendees pay when they enter the garage. They are issued a pre-pay ticket that they use at exit. Additional parking staff costs may apply for pre-pay operations.

Valet Parking

Special event valet parking may be provided. Additional parking staff costs may apply for valet operations.

Exit Pass

Exit passes can be obtained prior to the event and distributed to attendees at event. Attendee pulls ticket at entrance. At exit, attendee uses entry ticket followed by the Exit Pass to exit.

System records use and event is invoiced for the dollar value of the passes used.

Multi-use Pass

A pre-encoded parking ticket/pass that allows for multiple entries/exits.

Recommended for Event Coordination staff.
Rate per day is maximum rate - \$15.00.

Validation Machines and Event Passes

Small events (-50)

A hand-held electronic validation machine which re-encodes parking tickets for free exit is recommended. System records use and the event is invoiced for each validation.

Event may use one or more validation machines depending on the number of attendees.

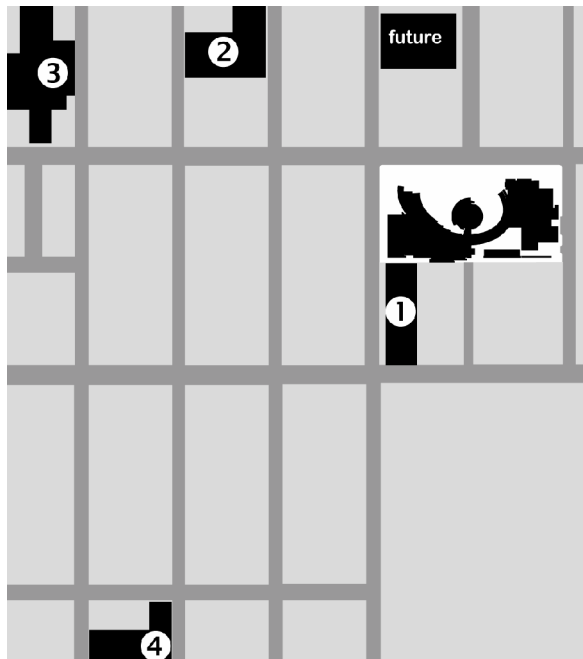
Large events (+50)

A motorized validation machine that prints and re-encodes parking tickets for free exit is recommended. System records use and the event is invoiced for each validation.

The validation may be limited to a specific amount of time from one hour to all day depending on the length of the event and the length of time of the desired validation.

To be effective, staffed/monitoring of the validation machine is recommended to ensure tickets are properly validated.

Other Parking Facilities



⌂ 4th Street Garage*

Located near the intersection of 4th and San Fernando Streets

• 3rd Street Garage*

Located on 3rd Street, between Santa Clara & St. John Streets

⌂ Market Street Garage*

Located on Market Street between Santa Clara & St. John Streets

• 2nd/San Carlos Garage*

Located near San Carlos Street between 2nd and Third Streets

- * Rates: \$0.75 per 20 minutes, Daily Maximum of \$15.00
Free Parking after 6PM on weekdays and All Day on weekends.
Parking Validation accepted.

Additional Parking Resources

Complete information about Downtown San José Parking can be found on the web at <http://www.sjdowntownparking.com>.

REFUSE/RECYCLING GUIDELINES

To facilitate proper disposal and recycling, bins will be provided in the trash room near the loading dock for the disposal of food waste, trash and the recycling of items. Use only the carts and bins provided, do not leave items outside any bins unless instructed to do so by the City Hall Event Manager.

All trash generated by the event must be removed from the facility after the event.

FIRE DEPARTMENT GUIDELINES

A "Type K" fire extinguisher is required where deep fat frying/cooking is taking place. These are typically available only through fire extinguisher companies as they are a relatively new, specialized type of fire extinguisher.

Regulations for Outdoor Booths (UNIDOCs U-043)

STANDARDS FOR OUTDOOR CARNIVALS AND FAIRS

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Authority Cited: California Fire Code (CFC)

These standards apply to individual tents, temporary structures, or membrane structures less than 200 square feet in area, and canopies less than 400 square feet in area used as outdoor carnival and fair booths. Permits and approval shall be in accordance with requirements of the local Fire Marshal.

A Definitions

For the purposes of this document, the following definitions shall apply:

Cooking Booth - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Deep Fat Frying - Any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.

Vendor Booth - Any booth other than a cooking booth.

B Cooking Booth Construction and Location

1. All fabrics or membranes covering cooking booths shall be certified flame retardant or treated with a fire-retardant paint or spray.
2. Decorative materials shall be inherently fire resistive; or shall be treated with a fire-retardant paint or spray.
3. Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire-retardant. (Exception: 3/8" plywood or similar material.)
4. Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frames shall not obstruct exit paths.
5. Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
6. A minimum ten (10) foot separation shall be provided between every ten connected cooking booths.

Note: For items 1, 2, and 3, a flame test may be required for non-certified flame retardant or treated materials. A field flame test shall require a sample of material measuring 2 inches by 12 inches.

C Cooking Equipment

1. All interior cooking equipment shall be of an approved type, and open-flame cooking shall be located a minimum of 18 inches from booth back/side drop materials.

2. Camping type stoves may be used only under the following conditions:
 - a. Fuel types shall be approved by the Fire Marshal;
 - b. Kerosene or gasoline shall not be used to fuel stoves;
 - c. Liquid fuel shall not be added to stoves inside booths;
 - d. Fuel capacity for each appliance shall not exceed two (2) gallons;
 - e. Extra fuel shall not be stored inside booths.
3. Butane and propane equipment shall conform to the following:
 - a. Maximum fuel quantity inside each booth shall not exceed ten (10) gallons;
 - b. Shut off valves shall be provided at each fuel source;
 - c. Cooking appliances shall have an ON-OFF valve located far enough away from the appliance to be safely shut off in case of fire;
 - d. The booth operator shall test all connections for leaks with a soap and water solution;
 - e. Fuel tanks shall be protected from damage and secured in an upright position;
 - f. Hoses shall be of a type approved for use with the equipment and fuel type;
 - g. Tanks not in use shall be turned off;
 - h. Extra fuel tanks shall not be stored in booths;
 - i. Unused fuel cylinders shall be stored in a secured position. Maximum outside storage is ten (10) gallons.

Note: Specialized cooking equipment used outside of booths may have larger tanks when approved by the Fire Marshal.

D Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frames shall not obstruct exit paths.
2. Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
3. A ten (10) foot wide separation shall be provided for every 200 lineal feet of vendor booths.

E Electrical Power

1. Generators shall be placed only in locations approved for festival use.
2. Generators shall not be refueled during event hours. Extra fuel shall not be stored during event hours.
3. Smoking and open flames shall be prohibited within 25 feet of refueling operations.
4. Extension cords shall be of a grounded type, and approved for exterior use.

F Charcoal Cooking

1. Use only an electric starter or commercially sold lighter fluid.
2. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
3. Charcoal cooking shall be located a minimum of ten (10) feet away from booths and in areas away from public access.
4. Charcoal cooking shall be located at least ten (10) feet away from combustible structures and parked vehicles.
5. Coals shall be disposed of in metal containers approved by the Fire Marshal.

G Deep Fat Frying, Flambé, and Open Flame Cooking

1. Deep fat frying, flambé, and open flame cooking operations shall be located outside of booths and no closer than 18 inches from any combustible material.
2. Cooking areas shall not be accessible to the public.
3. Deep fat frying equipment shall be equipped with a temperature regulating device or other method of regulating temperatures approved by the Fire Marshal.
4. Separation shall be maintained with a minimum of three (3) feet clearance between deep fat frying and flambé or open flame cooking.

H Fire Extinguishers

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A: 10B:C. Booths with deep fat frying or flambé cooking shall be equipped with an extinguisher rated for class “K” fires.
2. Cooking booths shall be equipped with visible and accessible fire extinguishers mounted adjacent to the exit.
3. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
4. Each generator shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. All fire extinguishers shall be serviced and tagged annually by a State-licensed contractor.

I Miscellaneous

1. All compressed gas cylinders shall be secured in an upright position.
2. All cooking areas shall be cleaned regularly to prevent the build-up of grease.

J Fire Safety Tips

1. Know where fire extinguishers are and how to use them.
2. Do not leave cooking unattended.
3. Do not wear loose-fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustible materials away from heat sources.

6. In case of an emergency, dial 9-1-1.

Requirements for Tents or Canopies (UNIDOCs 044)

STANDARDS FOR TENTS, CANOPIES, AND TEMPORARY MEMBRANES

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Authority Cited: California Fire Code (CFC)

These standards shall apply to any temporary membrane structure, tent, or canopy accordance with the California Code of Regulations (CCR) Title 19.

Temporary membrane structures, tents, and canopies shall be used for a period of not more than 180 days within any 12-month period at a single facility unless approved by the local Building Official. A tent or temporary membrane structure having an area in excess of 200 square feet, or any canopy in excess of 400 square feet, may be required to have an inspection for approval. Permits and approval shall be in accordance with requirements of the local Fire Marshal.

A Definitions

For the purposes of this document, the following definitions shall apply:

Canopy - A temporary structure, enclosure, or shelter constructed of fabric or pliable materials supported in any manner other than by air or the contents it protects, which is open, without side walls or drops on 75 percent or more of the perimeter.

Temporary Structure - Any enclosure or shelter constructed of materials as described in the California Fire Code (CFC) and erected for a period of less than 180 days.

Tent - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects.

B Access, Location, and Parking

1. Fire apparatus access shall be provided as outlined in CFC §902.2. Access roads shall have an unobstructed width of not less than 20 feet with vertical clearance of 13 feet, 6 inches.
2. Temporary membrane structures, tents, and canopies shall not be located within 20 feet of buildings, property lines, parked vehicles, internal combustion engines, or other temporary membrane structures, tents, or canopies. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent, or canopy.

Exception: Separation distance between temporary membrane structures, tents, and canopies not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet. Also, the Fire Marshal may approve tents located in or on permanent buildings provided that such use does not constitute an undue hazard.

C Structural Stability

Temporary membrane structures, tents, and canopies and their appurtenances shall be adequately braced and anchored to prevent weather-related collapse. Documentation of structural stability shall be furnished to the Fire Chief upon request.

D Flame Retardant Treatment and Standards

1. Side walls, drops, and tops of temporary membrane structures, tents, and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. Floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
2. The grounds outside and adjacent to or within 30 feet of temporary membrane structures, tents, and canopies shall be kept free and clear of combustible wastes. Such wastes shall be stored in approved containers until removed from the premises.
3. Temporary membrane structures, tents, and canopies shall have a permanently-affixed label bearing the following information:
 - a. Identification of temporary membrane structure, tent, or canopy, size and fabric or material type;
 - b. For flame-resistant materials, necessary information to determine compliance with this standard;
 - c. For flame-retardant treated materials, the date that the temporary structure, tent, or canopy and other combustible materials were last treated with an approved flame retardant;
 - d. The trade name and type of flame retardant utilized in the flame-retardant treatment;
 - e. The names of the person and firm that applied the flame retardant.

E Maximum Occupant Load

Occupant load requirements shall be in accordance with the provisions of Article 25 of CFC.

F Exits

1. Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structures, tents and canopy and shall be located such that all points are 100 feet or less from an exit.
2. Exits shall be provided in accordance with the following table:

**CFC TABLE 3211-A
MINIMUM NUMBER OF EXITS AND EXIT WIDTHS FOR
TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES***

Occupant Load	Minimum Number Of Exits	Tent or Canopy Exit Opening Size	Air-supported Structure Exit Opening Size
10 to 199	2	72 in.	36 in.
200 to 499	3	72 in.	72 in.
500 to 999	4	96 in.	72 in.
1,000 to 1,999	5	120 in.	96 in.
2,000 to 2,999	6	120 in.	96 in.
Over 3,000	7	120 in.	96 in.

* The total width of means of egress in inches shall not be less than the total occupant load served by a means of egress multiplied by 0.2. Such widths of means of egress shall be divided approximately equally among the separate means of egress.

3. Exit openings from tents shall remain open unless covered by a flame-resistant curtain as follows:
 - a. Curtains shall be free sliding on a metal support. The support shall be a minimum of eight (8) feet above the floor level at the exit. Curtains shall be so arranged that, when open, no part of the curtains obstruct the exit; and
 - b. Curtains shall be of a color, or bear markings that will contrast with, the color of the tent.

G Doors

1. Exit doors shall swing in the direction of exit travel. To avoid hazardous pressure loss from air supported structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall be in accordance with the Building Code.

H Maintenance of Means of Egress

1. The required width of exits, aisles and passageways shall be maintained at all times to a public way.
2. Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than eight (8) feet.
3. The surface of means of egress shall be maintained in an approved manner.

I Exit Illumination and Signage

1. Means of egress shall be illuminated with light having an intensity of not less than one (1) foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when occupant load exceeds more than 300.
2. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
3. Exit signs in temporary membrane structures, tents, and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
 - a. For occupant loads of 300 or less, two separate circuits, one of which shall be separate from all other circuits, shall be provided;
 - b. When the occupant load exceeds 300, two separate sources of power, one of which shall be an approved emergency system, shall be provided. Emergency power shall be supplied from storage batteries or on-site generator set, and the system shall be installed in accordance with the Electrical Code.

J Seating Arrangements and Aisle Spacing

1. Seating arrangements and aisle spacing shall be in accordance with Article 25 of the Uniform Fire Code and meet the approval of the Fire Marshal.

2. For situations without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables counters, furnishings, displays, and similar fixtures or equipment are placed on one side of the aisle only, and 44 inches when such fixtures or equipment are placed on both sides of the aisle.
3. Aisles shall terminate at a cross aisle, foyer, doorway, or vomitory. Aisles shall not have a dead end greater than 20 feet in length.
4. When seating rows have 14 or fewer seats, the minimum clear width between rows shall not be less than 12 inches measured from the back of one seat to the nearest projection of the seat behind. The clear width shall be increased as follows:
 - a. For rows of seating served by aisles or doorways at both ends, there shall be no more than 100 seats per row. A minimum clear width of 12 inches between rows shall be increased by 0.03 inch for every additional seat beyond 14, but the minimum clear width need not exceed 22 inches.
 - b. For rows of seating served by an aisle or a doorway at one end only, the minimum clear width of 12 inches between rows shall be increased by 0.06 inch for every additional seat beyond seven, but the minimum clear width need not exceed 22 inches. In addition, the distance to the point where the occupant has a choice of two directions of travel to an exit shall not exceed 30 feet from the point where the occupant is seated.
5. When there are more than 300 seats, loose seats, folding chairs, or similar seating facilities that are not fixed to the floor shall be bonded together in groups of three or more. Bonding of chairs is not required when tables are provided for dining or similar purposes.

K Smoking and Open Flames

Smoking shall not be permitted in any temporary membrane structure, tent or canopy, or in any adjacent areas where hay, straw, or any other combustible materials are stored or used unless approved by the Fire Marshal. Approved "NO SMOKING" signs shall be conspicuously posted.

L Flammable or Combustible Liquids and Liquefied Petroleum Gas (LPG)

1. Flammable-liquid-fuel equipment shall not be used in temporary membrane structures, tents, or canopies.
2. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents, or canopies.
3. LPG shall be located outside and in accordance with CFC Table 8204-A. Safety release valves shall be pointed away from temporary membrane structures, tents, or canopies. (Exceptions: CFC §8203.2.1.5 and 8203.2.1.6.)
4. Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

M Housekeeping

1. Combustible vegetation shall be removed from the area occupied by a temporary membrane structure, tent, or canopy, and from areas within 30 feet of such a structure.

2. Hay, straw, trash, and similar combustible materials shall not be stored inside or within 30 feet of a temporary membrane structure, tent, or canopy being used for cooking or public assembly. (Exception: Hay, straw, and similar combustibles treated with a flame retardant in an approved manner.)

N Heating and Cooking Equipment

1. Cooking equipment is permitted only inside tents used exclusively for the cooking of food. No other uses such as public assembly, sales, displays, etc. are permitted. (Exception: The warming of food, cooking demonstrations, or similar activities where the equipment and operations involved do not present an ignition hazard as approved by the Fire Marshal.)
2. Cooking equipment used in cooking tents shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the tent or canopy shall be no less than 12 inches from the flue or vent. Solid fuel burning equipment shall be equipped with a spark arrestor having opening not exceeding ¼ inch wire mesh.
3. Tents where cooking is performed shall be separated from other temporary membrane structures, tents, and canopies by a minimum of 20 feet.
4. Outdoor cooking that produce sparks or grease-laden vapors shall not be performed within 20 feet of a non-cooking temporary membrane structure, tent, or canopy. All other cooking equipment shall be located a minimum of 10 feet from temporary membrane structures, tents, and canopies.
5. Only comfort-type heating equipment is permitted. All fuel-fired comfort heating equipment shall be located on the exterior of the temporary membrane structure or tent a minimum of 10 feet away. Heated air shall be ducted from the equipment to the temporary membrane structure or tent. Separate fuel supplies that are in use for comfort-heating equipment shall be located a minimum of 20 feet from the temporary membrane structure or tent. Stored fuel shall be located a minimum of 50 feet from the tent.
6. Heating and cooking equipment shall not be located within 10 feet of exits, exit pathways, tent or canopy fabric, or other combustible materials.
7. All cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be approved and in accordance with the Mechanical Code.

O Portable Fire Extinguishers and Other Fire Protection Appliances

1. Minimum fire extinguisher coverage shall be provided in every temporary membrane structure, tent, or canopy as follows:
 - a. 200 to 500 square feet of floor area: one 2A:10B:C extinguisher;
 - b. 501 to 1,000 square feet of floor area: two 2A:10B:C extinguisher;
 - c. Each additional 2,000 square feet of floor area or fraction thereof: one 2A:10B:C extinguisher.
2. Fire extinguishers shall be provided for each kitchen, mess hall, power generator, or transformer location where flammable or combustible liquids are used, and in other locations in accordance with Uniform Fire Code Standard 10-1.

3. At least one 40B:C type fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer, and at locations where flammable or combustible liquids are used, stored, or dispensed.
4. Other fire appliances shall be maintained at the site as may be required by the Fire Marshal.

Fee Schedule

Activity permit	\$444/permit (for tents, canopies, pyrotechnics)
Site inspections as deemed necessary by the Fire Inspector, may result in additional costs if "after hours" (after 4 pm M-F, anytime Saturdays, Sundays and Holidays)	\$134/hour either 2 or 3 hours minimum, depending on whether a permit was issued or not (the 1st hour of inspection is included in a permit fee).
Additional "Firewatch" or inspection fees may be assessed at the discretion of the Fire Inspector.	\$134/hour

Information

If you have any questions, please contact:

**CITY OF SAN JOSE FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
170 West San Carlos Street
San José, CA. 95113-1305
Tel: (408) 535-7750**